



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Air Management
Engineering & Enforcement Division

**General Permit to Limit Potential to Emit
Notification of Exceedance Report Instructions**
(Submit the report by FAX to 860-424-4082.)

Use these instructions to complete the General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution Notification of Exceedance Report (DEP-AIR-NR-003). If you have any questions, you may contact the Bureau of Air Management - Compliance Analysis and Coordination Unit (CACU) at (860) 424-3702.

Introduction

A permittee registered under the General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution (GPLPE) is required by Section 5(d)(3) of the permit to report by telephone and telefax to the commissioner (of the DEP) any exceedance of an emissions limitation established in the GPLPE as follows:

- Any such exceedance that poses an imminent and substantial danger to public health, safety, or the environment, immediately but no later than 24 hours after the permittee learns, or in the exercise of reasonable care should have learned, of such exceedance.
- Any such exceedance, which does not pose an imminent and substantial danger to public health, safety, or the environment, within ten working days after the permittee, learns of such exceedance.

Emission violations of Hazardous Air Pollutants (HAPs) should be reported within 24 hours.

The Notification of Exceedance form (*DEP-AIR-NR-003*) can be used to provide immediate notification of either type of exceedance.

The following instructions are meant to provide guidance while completing the GPLPE Notification of Exceedance Report. Upon completion of the report, FAX it to 860-424-4082. Please also submit the original, signed document to the following address:

COMPLIANCE ANALYSIS COORDINATION UNIT
BUREAU OF AIR MANAGEMENT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CONNECTICUT 06106-5127

Part I - Facility Information

1. **Premises Name** - Indicate the name of the premises.

Mailing Address - Indicate the mailing address, city, state and zip code for the premises.

Business Phone and Fax number - Indicate the phone number, extension and fax number of the contact person identified below.

Contact Person and Title - Indicate the name and title of the contact person who is responsible for environmental reporting.

Contact E-mail - Indicate the e-mail address of the contact person identified above.

2. **Premises Address** - Indicate the site address, city, state and zip code of the premises only if different from the mailing address.
3. **Registration Number and Issue Date** - Indicate the GPLPE registration number and effective date of approval found on the Approval of Registration document.
4. **Type of Notification** - Indicate if the notification is a 24-Hour or 10-Day notification by checking the appropriate box.
5. **Description of Imminent and Substantial Danger Posed** - Provide a short description of the imminent and substantial danger posed to public health, safety, or the environment as a result of the permit violation and the steps taken to alert and protect the public. Specific violation details will be provided in Part III.

Part II - Certification

An authorized representative, in accordance with Section 22a-174-2a(a) of the Regulations of Connecticut State Agencies (RCSA), of the premises for which this report is being submitted must sign this section.

Part III - Violation Details

Note: This notification is only required for violations of emission limitations.

Pollutant - Indicate the pollutant limitation violated, (i.e. HAPs individual, HAPs aggregate, NOx, PM).

Violation Period Start Date - Enter the date (mm/dd/yyyy) the violation started.

Violation Period End Date - Enter the date (mm/dd/yyyy) the violation ended or check ongoing violation.

Ongoing Violation - Check if the violation is ongoing and has not ended.

Description, Cause or Likely Cause of Violation - Provide a brief description and the cause or likely cause of the violation, e.g. "Our original reformulation of the primary laminator coating caused our MEK emission to exceed the 10 tons per year limit."

Magnitude of Violation - Indicate quantitatively the degree to which the permit term or condition was exceeded. For example, if an individual HAP exceeded the 10 tons per year limit at 11 tons per year over a 12-month period, the magnitude reported would be 11 tons per year.

Description and Date(s) of Actions Taken to Correct Violation - Provide the date(s) (mm/dd/yyyy) actions were taken to correct the violation and a brief description of such actions. For example, "On June 5 and 6, 2011, we reformulated the coating to replace one half of the MEK with acetone. We expect the 12-month rolling average now to be consistently below the 10 ton per year limit."

Description and Date(s) of Measures Taken to Prevent Future Violations - Provide the date(s) (mm/dd/yyyy) and a description of the measures taken to prevent future violations. For example, "On July 1, 2011 our goal is to evaluate coatings at development to eliminate the need to reformulate after production."